

**Town of Manchester, Connecticut  
General Manager's Office**

February 2007

To: Town Employees

Re: Winter Storm Policy Non-Essential Employees

Our winter storm policy is one of personal safety and responsibility. It is up to each non-essential employee to determine, in their own best interest, when and if to leave work to avoid dangerous driving conditions. We all have different types of vehicles, live different distances from home and have different levels of driving confidence.

This policy allows any non-essential employee to use their annual leave or vacation time, (not sick time) without hesitation or question, if they make this judgment.

Department/Division Heads should work out departmental coverage since Town offices will be open for business as usual.